



# **AASIS Overview and Basic Navigation**

## **Navigating Through AASIS**

### **Chapter 4**

# Course Map

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AASIS Overview and Basic Navigation

# Navigating Through AASIS



**Navigation** allows you to move from field to field, from screen to screen, or from one task to another task.

There are two main navigation methods:

- **Menu Tree**
- **Transaction codes**

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Navigating Through AASIS

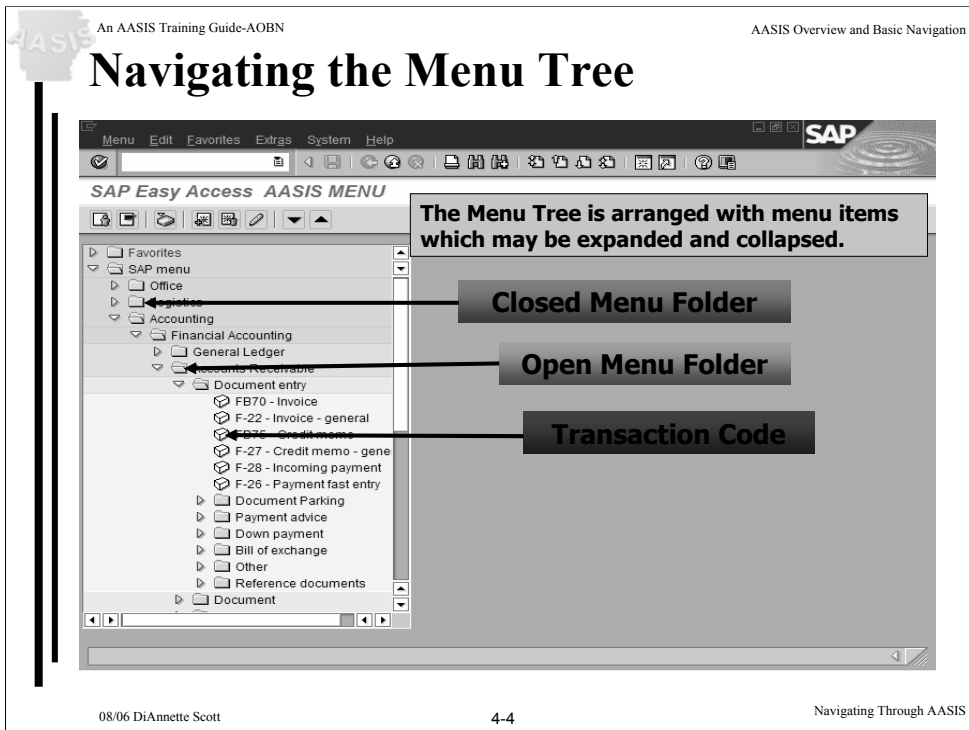
**Navigation** refers to the means by which you will move from field to field, between screens or from one task to another within AASIS.

There are two main navigational methods:

## **Menu Tree      Transaction Codes**

All navigational options are intended to give you as much freedom as possible when moving between screens and tasks.

A number of standard functions are available on all screens. Examples would be the “Back”, “Exit”, and “Cancel” icons which are located on every Standard tool bar.



The **Menu Tree** is set up similar to a filing system. Each main menu item may be expanded to reveal additional menu items or transactions.

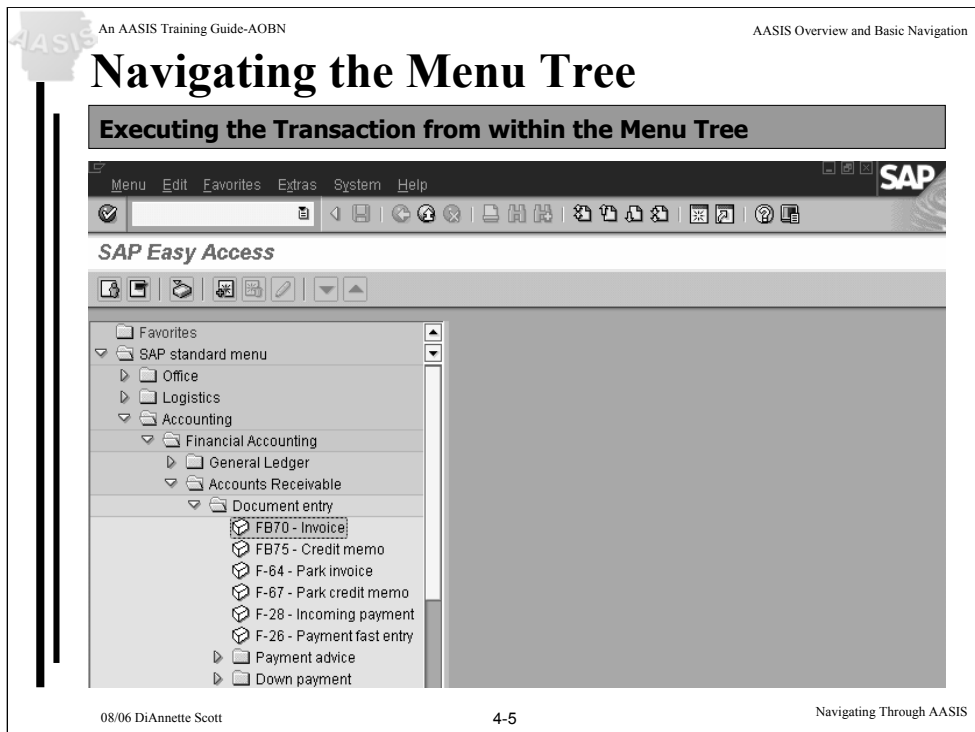
A menu item that has not been expanded is represented with a closed file folder to the left of the title or description.

To expand the folder, you may select the right arrow to the left of the folder. Once opened, the arrow will face in a down position.

The expanded tree reveals menu items that may be executed. The transactions are represented with a small box to the left of the description.



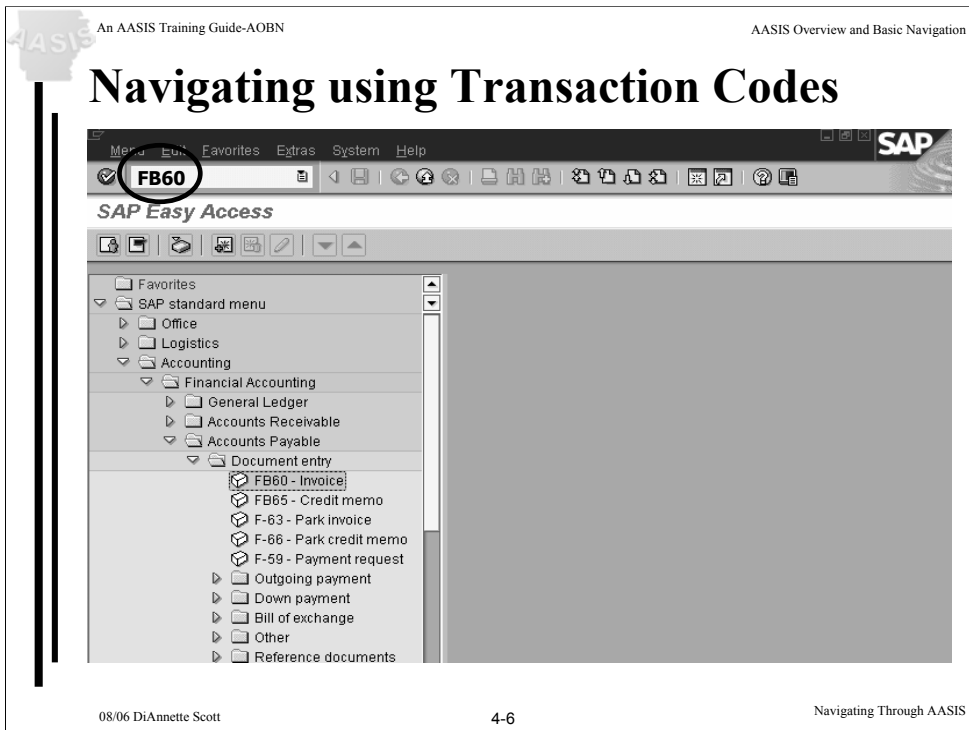
**TIP:** Notice that the down turned arrows in the menu tree indicate opened nodes while right facing arrows indicate closed nodes.



Once the required Transaction has been found, you may execute the transaction in several ways.

- You may double-click on the transaction.
- You may click once on the transaction to select. Click the Enter icon on the screen or press the Enter key on the keyboard.
- You may click once on the transaction to highlight. Select the transaction via the Menu bar by selecting **Edit > Execute**, which will open the transaction in the current AASIS window.

**Note:** You may also select **Edit > Execute in a new window**. Executing in a new window will open a new session within AASIS with the selected transaction.



A **Transaction code** is a character code which takes you to the initial screen of a transaction. Each transaction or task in AASIS will have an associated transaction code. Transaction codes are often used instead of the menu tree paths to quickly navigate AASIS.

The example above shows the path in the menu tree for FB60: **Accounting > Financial Accounting > Accounts Payable > Document Entry > Invoice.**

You may also choose to enter the code FB60 into the Command field and select Enter, which will take you directly into the transaction's initial screen.

Direct entry of the transaction code may save time for you time but it is also good to know where, in the AASIS Menu Tree, the transactions can be found.

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## Navigating using Transaction Codes

Locating current Transaction Codes within AASIS

The screenshot shows the AASIS interface with several components highlighted by circles and arrows:

- System Menu:** The 'System' menu is open, showing options like 'Create session', 'End session', 'User profile', 'Services', 'Utilities', 'List', 'Workflow', 'Links', 'Private notes', 'Own spool requests', 'Own jobs', 'Send message', 'Status...', and 'Log off'. The 'Status...' option is circled.
- SAP data Repository data:** A table showing repository data for the current session.
 

SAP data	
Repository data	
Transaction	PA40
Program (screen)	SAPMP50A
Screen number	2000
Program (GUI)	SAPMP50A
GUI status	PMAS
- Status Bar:** The status bar at the bottom shows the current transaction code 'PA40' in a dropdown menu, followed by 'sapdev' and 'OVR'. The 'PA40' dropdown is circled.
- System Information:** A table showing system information.
 

System	DEV (1) (310)
Client	310
User	JMSTAFFORD
Program	SAPMP50A
Transaction	PA40
Response Time	0.22
Round Trips/Flushes	3/1
Resources (System/User/GDI)	60/60/61

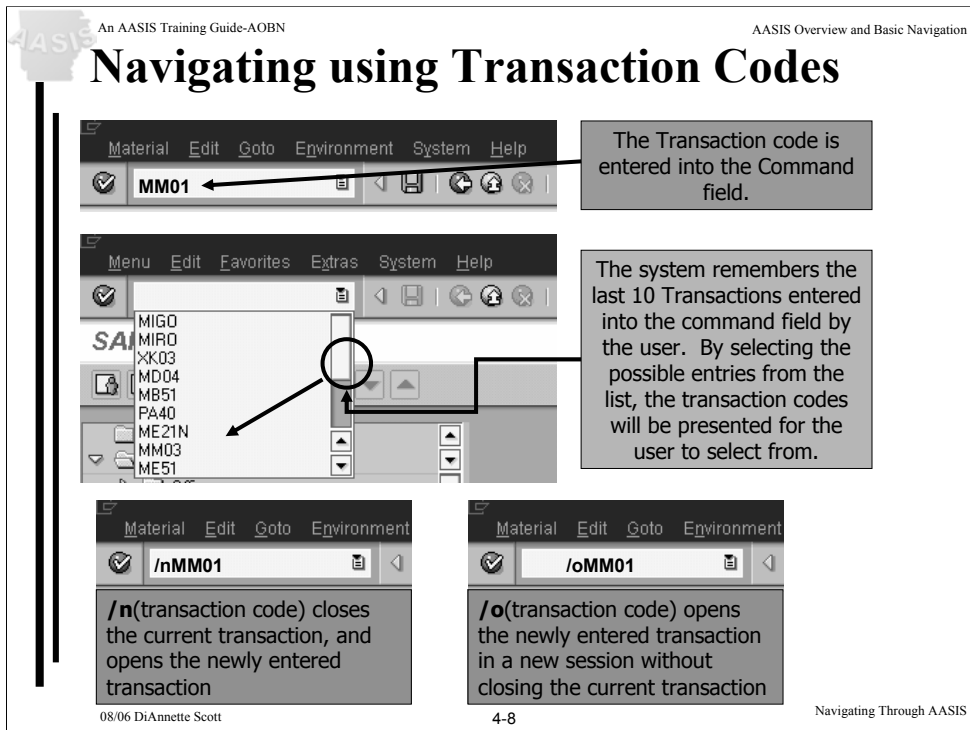
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Current transaction codes may be viewed in different places within AASIS.

- The Status Bar status field may be set so the transaction code is presented.
- The transaction code may also be viewed via the Menu bar by selecting **System > Status**.



Once the Transaction code is known, it may be manually keyed or selected from a list of the last 10 transactions previously entered into the command field.

From the initial Easy Access screen, you may enter the Transaction code, without any preface. (Example: MM01)

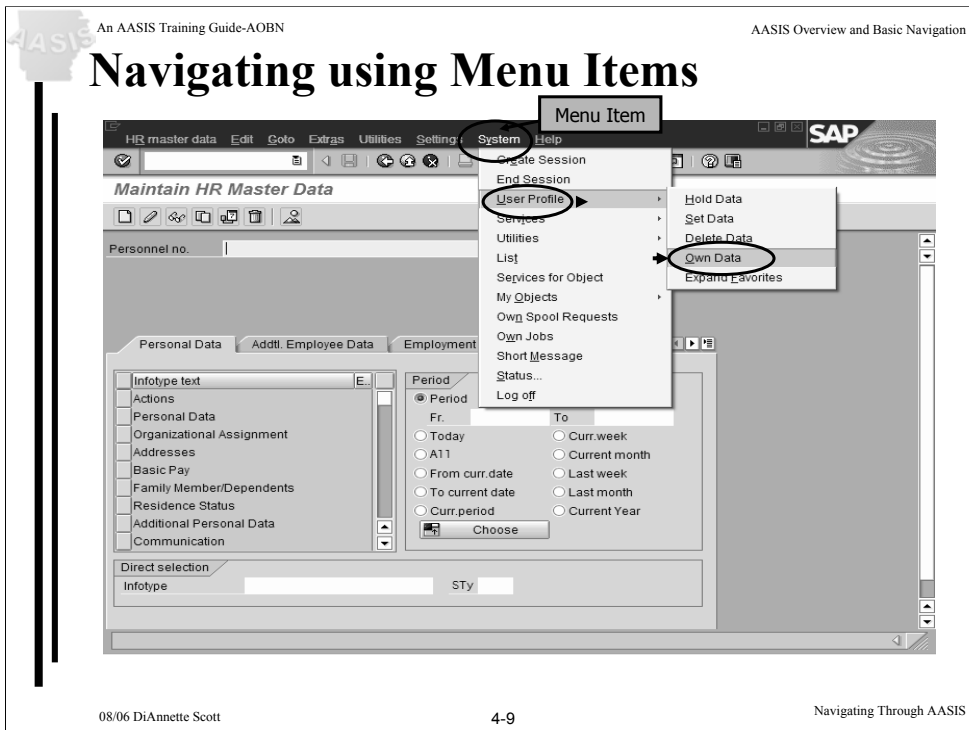
If you are in a transactional screen and you need to go into another transaction, in the command field, type in **/n**

(Example: /nMIGO) This will close the current transaction and open the new transaction in the same session, or window.

If you are in a transactional screen and you need to go to another transaction without ending the current transaction, in the command field, type in **/o** followed by the transaction.

(Example: /oME23N). This will open the new transaction in a new session, or window.



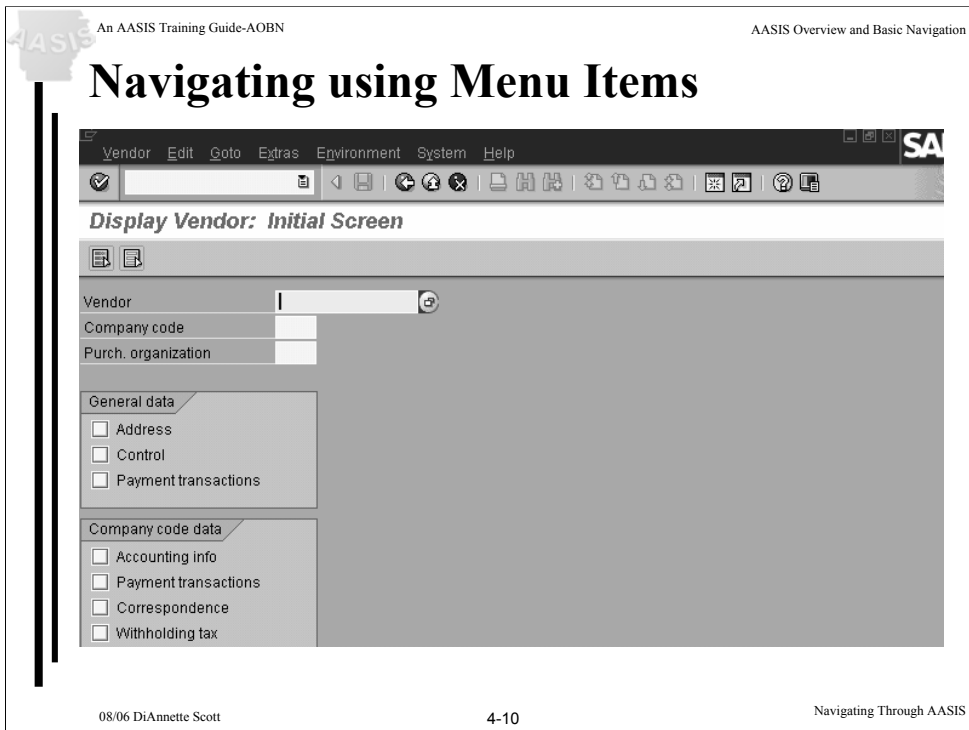


**Menu Items** appear in the Menu Bar of every primary window in AASIS. There may be as many as eight menu items on a specific screen, but each screen will always include the System and Help menu choice.

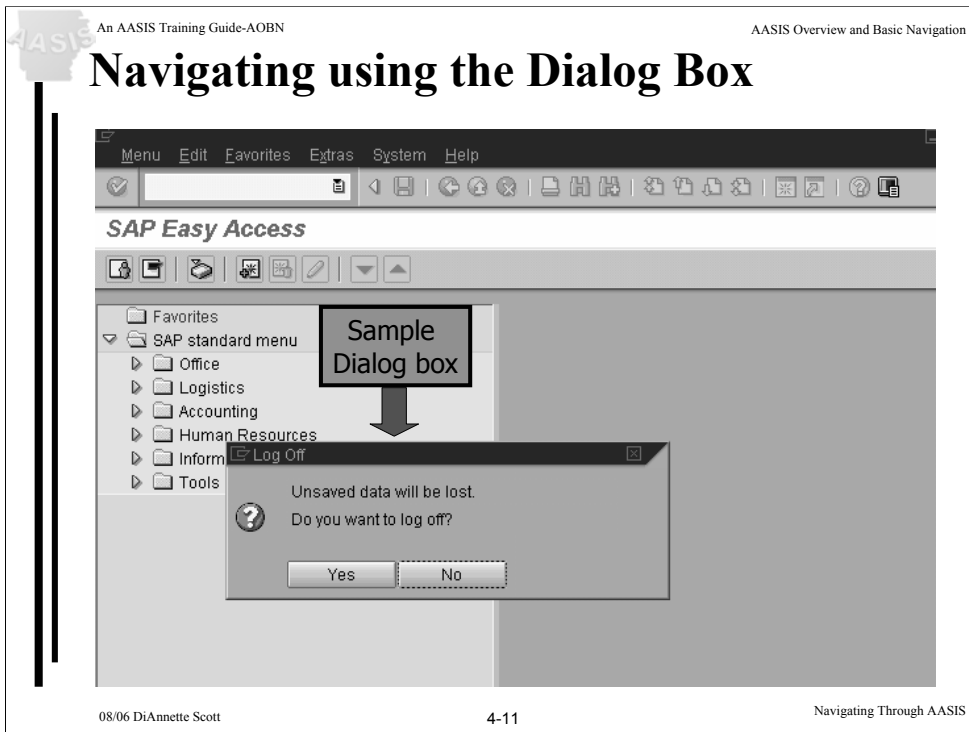
Selecting a Menu item on the Menu Bar will bring up a list of choices from which you may choose. Any choice in the menu where an arrow is present, indicates further options or additional menus choices are available.

Menu items may be selected by using the mouse or the keyboard.

- When using the mouse, click on the desired menu item. A list of options will display. Click a sub-menu item. (If the sub-item has a right-facing arrow, another menu of choices appears.) Click the desired menu item to access the desired process for execution.
- When using the keyboard, select the F10 key. This activates the menu bar. The first menu item will be highlighted. Using the right or left cursor key, on the keyboard, move to the desired menu item. Once the desired menu is selected, use the down cursor key to select the desired sub-menu item. When the desired sub-item is highlighted, hit the Enter key on the keyboard to execute the process.



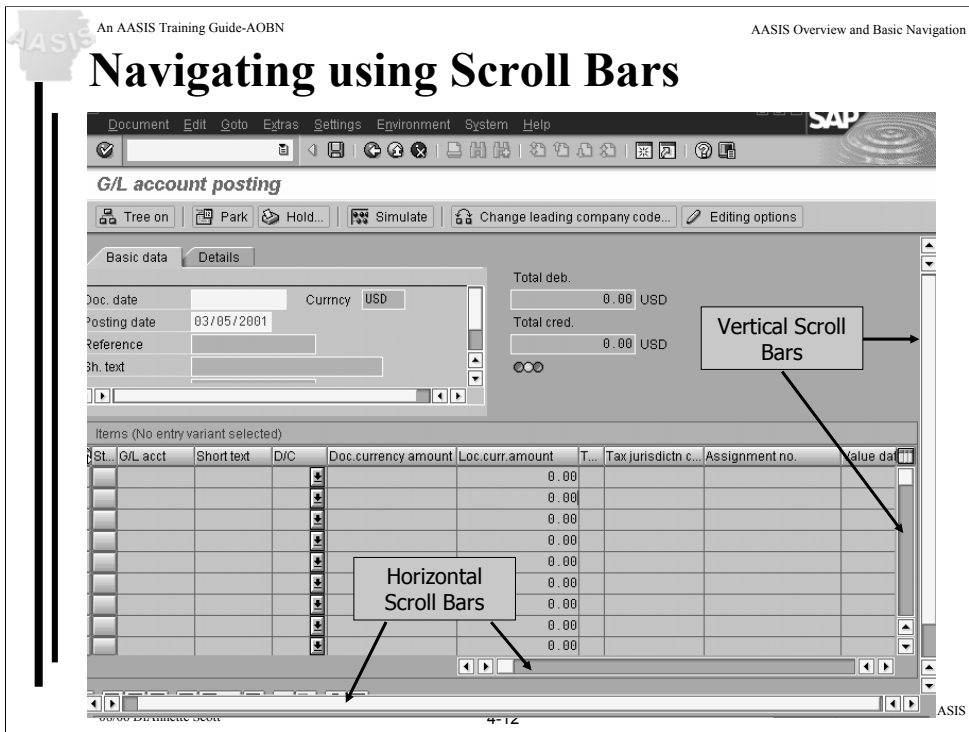
When completing certain transactions, the menu items will offer you help in navigating, accessing additional information, or viewing related information for the transaction you are currently using.



AASIS will display Dialog Boxes when:

- More information is needed to complete a process
- Messages are required to inform or warn you of specific information about the task being executed

Before continuing to the next screen, you must choose an action from the dialog box or a keyboard stroke.



**Scroll Bars** appear on screens when all information is unable to display at one time. They vary and may appear either horizontal or vertical.

Scroll bars often appear when viewing a report, on-line help, or screens with tables. There may be scroll bars for the entire window or scroll bars that are within the window for the table being viewed.

To view the additional information, click on the scroll bar moving up or down or left to right as needed.

**Note:** Additional data may also be brought into view by using the Page Up and Page Down buttons on the keyboard or by using the Page Icons on the Standard Toolbar. (See Chapter 3 for Standard Toolbar elements).